

PROCEDURE 301-2 - ESTABLISHING PAY RATES

Johnson County Pay Tables

Johnson County Government establishes market competitive pay rates based on candidate qualifications and internal equity of similar positions within the County. Departments, agencies, and offices will work with the Department of Human Resources to establish appropriate initial rates of pay for new hires, transfers, promotions, and demotions.

Initial Pay Rates for New Hires and Transfers

Internal and external candidates may be offered an initial pay rate within the posted range for the pay grade.

Promotions

The employee's pay rate must be within the pay range of the new pay grade except that the employee's pay rate will not be adjusted if it is at or above the maximum of the new pay range prior to promotion. Promotions and associated pay rate increases are effective the first day of the pay period following approval and should not be approved retroactively for more than two pay periods.

Demotions

A demoted employee's new pay rate must fall within the pay range of the new classification level. In addition to qualifications and internal equity, the factors leading to the demotion may be considered in establishing the rate.

Step Pay Plans

Departments, agencies, and offices implementing step plans must establish and follow procedures dictating initial step placement, placement upon transfer, promotion or demotion, movement through the steps, and any factors that may impact placement such as corrective action. All such procedures, and any changes thereto, must be approved by the Department of Human Resources or, as appropriate, the Sheriff. Promotions and associated pay rate increases are effective the first day of the pay period following approval and should not be approved retroactively for more than two pay periods.

Unclassified Positions

Pay rates for unclassified positions are based on external market data, statutory requirements, and/or other relevant factors.

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